

# City of San Antonio

## **Plat Approval Process**

### **When is a tract of land subject to platting?**

Platting is required for divisions of land and unplatted sites requiring building permits and or public utility service request. Areas subject to platting include sites within the corporate limits of San Antonio and the Extra Territorial Jurisdiction (ETJ) unless the Unified Development Code authorizes an exception to the requirements.

### **What is an Extra Territorial Jurisdiction?**

The ETJ is an area encompassing and extending 5 miles beyond the current city limits as depicted on an official map filed in the Planning Department. State legislation authorizes incorporated cities to enforce platting and/or land subdivision within the ETJ to ensure orderly development and growth.

### **How does the City of San Antonio enforce platting and the subdivision of land within the corporate limits and its ETJ?**

The building permit process is the enforcement mechanism for areas located inside the city limits. Sites located outside the city limits but within the ETJ are regulated via applications for a public utility. This requires a property owner to secure a certificate of determination stating that:

1. A plat has been approved and recorded in accordance with the UDC or;
2. A plat has been approved and utility services will not be released until the plat is recorded with the county clerk's office or;
3. An exception to the code authorizes the release of utilities without plat approval.

### **Who is authorized to prepare a plat?**

When platting is required, it is recommended that an applicant contract an engineer and or surveyor familiar with the Unified Development Code and the plat approval process. Professional services rendered generally involve preparation and submission of the plat, technical plans and specifications required in the review process. An application for approval will require submitting all items and fees required by the UDC.

## **What are the requisites for plat review and approval?**

A consultant transmits the required information the Department of Development Services with copies of the proposed plat and/or required items for distribution to certifying departments and reviewing agencies. As an option, the consultant can deliver plat information to each certifying and reviewing agencies. Respective reviews and approvals are necessary to ensure conformance with applicable requirements of the UDC. The City's Planning, Parks & Recreation, Development Services Department, City Public Service, and San Antonio Water Systems or other respective utility purveyor shall issue a Letter of Certification (LOC) approving or disapproving a proposed plat.

## **Who is authorized to approve plats?**

The Planning Commission, a nine (9) member body, is appointed by the City Council and has the authority to approve plats. The code also authorizes the Director of Development Services to administratively approve minor plats (4 or fewer lots) which do not require public hearing and or variances. Proposed plats with sites located outside the city limits, but inside the ETJ also require respective County Commissioners Court approval.

## **When is a proposed plat scheduled on the Planning Commission's docket?**

After all requisites for approval have been met, a plat is scheduled for commission consideration. The deadline for submitting plats items for scheduling is generally Monday, two weeks prior to each meeting.

## **When are where does the Planning Commission meet?**

The Commission meets every second and fourth Wednesday of each month at 2:00 P.M. in the Board Room of the Development and Business Services Center, which is located at 1901 South Alamo.

## **What happens after a plat is approved?**

A plat is recorded with the respective county clerk's office provided all impact fees are paid and/or a guarantee is posted to cover any required site improvements if applicable. An exception, is plat applications located outside the City limits, but within the ETJ, which require approval from the respective county.

If you have any additional questions, please feel free to contact us at (210) 207-0121.